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INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES

# 2005 NATIVE AMERICAN/ NATIVE HAWAIIAN MUSEUM SERVICES

*Grant Application  
and Guidelines*

*Application Deadline:*

**May 15, 2005**

*For information, call*

*IMLS: (202) 606-8539*

# NATIVE AMERICAN/ NATIVE HAWAIIAN MUSEUM SERVICES

## *Grant Application and Information*

Fiscal Year 2005

### **What is IMLS?**

The Institute of Museum and Library Services is an independent Federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities. The Institute fosters leadership, innovation, and a lifetime of learning by supporting the nation's 15,000 museums and 122,000 libraries. The Institute also encourages partnerships to expand the educational benefit of libraries and museums. Created by the Museum and Library Services Act of 1996, P.L. 104-208, IMLS administers the Library Services and Technology Act and the Museum Services Act. In 2003, Congress reauthorized the Museum and Library Services Act, P.L. 108-81, reaffirming the vital role that museums and libraries play in our communities. The Institute receives policy advice from the Presidentially appointed, Senate confirmed National Museum and Library Services Board.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a Presidentially-appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

### **For more information call or write:**

Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
(202) 606-8536

[http:// www.imls.gov](http://www.imls.gov)

TTY (for hearing impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant application and information booklet by contacting IMLS.

### **Burden estimate and request for public comments**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue NW, Room 223, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029), Washington, DC 20503.

CFDA No. 45.308



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Dear Colleague,

It is a pleasure to present the inaugural guidelines for the IMLS Native American/ Native Hawaiian Museum Services Grants. In September 2003, Congress passed the Museum and Library Services Act of 2003 and for the first time IMLS had the authority to provide assistance to Native American tribes and organizations primarily serving and representing Native Hawaiians provide museum services.

Following the passage of the law the Administration recommended funding for this program and in November, 2004 Congress passed an appropriations bill that included \$843,000 for the new program in this fiscal year. Over the past year IMLS has worked with the tribal museum community and eligible tribes to develop grant guidelines.

It is with a great deal of pride that we present the FY 2005 Native American/ Native Hawaiian Museum Services grant application and guidelines. These grants will support activities in museums and museum related organizations, such as cultural centers, to strengthen programming, professional development and museum services.

It has been my pleasure to meet and talk with many of you who are working to improve museum services to Native Americans and native Hawaiians, and I look forward to continuing a rewarding relationship.

Sincerely,

Robert S. Martin, Ph.D.  
Director



## Program at a Glance

<b>Deadline:</b>	May 15, 2005
<b>Matching Requirement:</b>	No match required, but organizational maintenance of effort must be demonstrated. Federal funds should supplement, not replace, tribal funding for museum services
<b>Amount of Grant:</b>	\$5,000 – \$20,000
<b>Eligibility:</b>	See pages 1.3
<b>Grant Period:</b>	Up to Two Years Must begin between Oct. 1, 2005 and Dec. 1, 2005
<b>Program Contact:</b>	Mary Estelle Kennelly, Associate Deputy Director for Museum Services 202/606-8547, mekennelly@imls.gov
<b>Awards Notification:</b>	September 2005

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### **PROGRAM DESCRIPTION**

The Native American/Native Hawaiian Museum Services Grant (NANH) program provides new opportunities for improved museum services. This new program enables Native American tribes and organizations that primarily serve native Hawaiians to benefit their communities and audiences through strengthened museum services.

These competitive, two year grants will support museum services through

- Programming
- Professional development, and
- Enhancement of museum services



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**PART 1**

**GENERAL  
INFORMATION**

## The Opportunity: Native American/ Native Hawaiian Museum Services Grant Program

The Native American/Native Hawaiian Museum Services program enables Native American tribes and organizations that primarily serve Native Hawaiians to benefit their communities and audiences through strengthened museum services in the areas of programming, professional development, and enhancement of museum services. Grants are intended to support activities in museums and museum related organizations, such as cultural centers.

The program will support services and activities in the following areas:

**Programming:** Services and activities that support the educational mission of museums and museum related organizations, including (but not limited to) activities such as:

- Exhibits
- Research and interpretation
- Educational resources such as Web sites, curricula, digital content, and publications
- Educational demonstrations and performances, including workshops, classes and presentations

**Professional Development:** Education or training that builds skills, knowledge or other professional capacity for individuals who provide or manage museum services activities. Individuals can be paid or volunteer, and involved with museum services either currently or in the future. Activities include but are not limited to:

- Creation and offering of courses, workshops, in-person or distance learning offerings
- Enrollment in courses, workshops, in-person or distance learning offerings
- Attendance at conferences or other professional meetings
- Hiring of consultants or technical assistance to strengthen museum services and activities
- Organizational support for internships and fellowships (awards are not made to individuals)

**Enhancement of Museum Services:** Support for activities that enable and improve museum services, including (but not limited to):

- Planning, including strategic planning, policy development, and disaster preparedness and risk management
- Improvement implementation, including technology and other resources, equipment purchase, security, public access (Construction projects are not allowed)
- Heritage preservation, including collections care and management
- Hiring of temporary or permanent staff to support museum services

## Eligibility

Museums are not eligible to apply for this grant program. Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.

Eligible applicants are:

- Indian tribes, **or**
- Organizations that primarily serve and represent Native Hawaiians

For the purposes of funding under this program, “**Indian tribe**” means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.)) which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Eligible entities are listed on the Bureau of Indian Affairs Web site (<http://www.doi.gov/bureau-indian-affairs.html>), except for the recognized Alaska native villages, regional corporations, and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

If a tribe has several bands, colonies, rancherias, communities, or other organizational entities listed in parentheses following a tribe name on the Department of Interior’s list of federally recognized tribes, only one of those entities may receive a grant in a fiscal year. For example, if a tribe has four bands, only one of the bands may apply for a grant in a fiscal year. It is the responsibility of the tribal chief executive to determine which entity will apply for the grant. IMLS will notify the affected tribes of any change in this policy.

For the purposes of funding under this program, “**organizations that primarily serve and represent Native Hawaiians**” means any nonprofit organization that primarily serves and represents Native Hawaiians, as the term is defined in 20 U.S.C. Section 7517, is also eligible for funding. The term “Native Hawaiian” means (a) any individual who is a citizen of the United States, and (b) a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the state of Hawaii, as evidenced by genealogical records; Kapuna (elders) or Kamaaina (long-term community residents) verification; or certified birth records.

## Conditions of a Grant

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### USE OF FUNDS

IMLS NANH grant funds may be used only for costs directly related to the project such as costs for salaries for museum personnel, project supplies and materials, membership fees, telecommunication services and equipment and other fees or expenses associated with the project.

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, collection acquisition or pre-grant costs.

All listed expenses must be incurred during the grant period. Government-wide cost principles apply.

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### GRANT PERIOD

Applicants may request a grant period of up to two years. Once funds are awarded, funds must be expended within the specified grant period. The grant period must begin no earlier than October 1, 2005 and no later than December 1, 2005. All grant periods must start on the first day of the month.

A onetime no-cost extension to the grant period may be requested from the Associate Deputy Director for Museum Services. A request for an extension must be made in writing no later than 10 days before the end of the grant period.

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### AMOUNT OF GRANT

An applicant may request from \$5000 up to a total of \$20,000 regardless of length of grant period. IMLS will review and negotiate budgets as appropriate. Applicants may be granted an amount less than that requested. Grants will be made in September 2005 from fiscal year 2005 funds.

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### MAINTENANCE OF EFFORT

Matching or cost sharing is not required in this program. However, IMLS requires that organizations maintain their previous funding efforts and demonstrate that federal funds will enhance rather than replace tribal funding for museum services. Applicants are encouraged, when possible, to contribute financially or through in-kind services to proposed projects in order to promote community interest and involvement.

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### NOTIFICATION OF GRANT AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in September 2005.

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### LIMITS ON FUNDING

An Indian tribe may submit only one application for a NANH Museum Services grant in a fiscal year. A grantee receiving a two-year grant from this program may not apply for another grant from this program covering the same time period as the second year of the first grant. For example, if a tribe received a two-year NANH Museum Services grant in FY 2005, they may not apply for another NANH Museum Services grant until FY 2007.

Eligible entities may apply for funding from other IMLS programs while they have a current NANH Museum Services grant.

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**PAYMENT,  
ACCOUNTING,  
AND  
REPORTING  
PROCEDURES**

A Federal accounting office handles the payment of NANH grants. Grant recipients may request cash advances or reimbursements as needed during the grant period. Final reimbursement requests must be made within 90 days after the end of the grant period. Payments are made electronically.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. Recipients do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients will be required to submit six-month performance reports as well as annual financial status reports; they are required to submit a final performance report and a final financial report. Interim reports must be submitted within 30 days after the end of each reporting period. Final performance and financial reports must be submitted within 90 days after the close of the grant period. IMLS will provide reporting instructions.

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**DATA  
UNIVERSAL  
NUMBERING  
SYSTEM**

In order to improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants to federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or non-profit organization they may operate are exempt from this requirement.

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**TIN**

The Taxpayer Identification Number is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

## Application Review and Evaluation

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants to obtain information needed to make an eligibility determination. If an applicant is determined to be ineligible, the agency will reject the application without evaluating the proposed project. Similarly, the agency will reject an incomplete application — without subsequent evaluation of the proposed project. IMLS will notify an institution if its application is rejected.

All eligible and complete applications are competitively reviewed through the agency's peer review process. Applications are evaluated by individual field review and/or panel review. IMLS draws its reviewer pool from professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications.

During the evaluation process, reviewers are instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Accordingly, applicants should address all program criteria in their Application Narratives and include supporting materials in their submissions to the agency. The IMLS Director makes funding decisions based on the reviewers' evaluations and the overall goals of this program and the agency.

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**PART 2**

**COMPLETING  
THE  
APPLICATION  
NARRATIVE**

## Application Evaluation Criteria

Since reviewers base their evaluations only on the information presented in the application, it is important that applicants prepare a clear, concise, well organized document. Applicants must address all of the evaluation criteria in the same order in which they are listed below. Each criterion should be used as a heading and followed by a comprehensive description. The three criteria listed below should be addressed in the application narrative. The budget should be addressed in a separate section.

### 1. STATEMENT OF NEED

Include a statement of need as it relates to the museum and the community. Include information such as:

- a description of the community,
- current status of the museum,
- how the proposal will improve museum services, and
- impact on the community from improved museum services.

**Evaluation Criteria:** Evidence that the applicant has performed a formal or informal assessment of museum and community needs, and has developed the project and its goals as the best solution to answer those needs.

### 2. PROJECT PURPOSE AND PLAN

Include a description of the proposed project description and plan. Include information such as:

- project goals and objectives,
- action steps and activities to implement the project,
- evidence that applicant is capable of implementing the project plan,
- evidence that applicant is capable of successfully completing the project
- plan to maintain and continue the positive changes after the period of federal funding.

**Evaluation Criteria:** Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its clear goals and objectives. Evidence that the methodology and design are appropriate to the scope of the project. Evidence that the applicant will effectively complete the project. Evidence that the project personnel possess appropriate experience and will commit adequate time to accomplish project goals and activities.

### 3. EVALUATION

Describe the approach to be used for monitoring and assessing the activities of the project. Describe the information to be collected to document the extent to which the project met its goals.

**Evaluation Criteria:** Evidence that the evaluation plan ties directly to project goals. Evidence that evaluation will provide reliable information on which to judge impact or base future actions.



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**PART 3**

**PREPARING  
AND  
SENDING  
THE  
APPLICATION**

## Preparing Your Application

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### FORMAT

All application materials *must*

- Be on 8.5- by 11-inch paper.
- Have a margin of at least .5 inch on all sides.
- Be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.
- Conform to the five-page limit.
- Have page numbers on each page, front and back if double-sided pages are used.

An application requesting a NANH Grant must include the following materials organized in the order listed:

1. Face Sheet
2. Narrative
3. Schedule of Completion
4. Budget
  - a. Detailed Budget
  - b. Budget Justification
  - c. Current, federally negotiated rate agreement for indirect costs, if applicable
5. Attachments

For example:

  - Resumes of all staff involved in project (no more than two pages each)
  - Position descriptions for new positions for which IMLS funding is requested
  - Descriptions of equipment purchase

The applicant must submit one application with original signature(s) of authorizing official(s) on the Face Sheet form. Photocopies or stamps of signatures will not be accepted on the original. Include four additional copies of the entire application.

Do not place the original or copy in a binder or notebook.

Applicants submitting incomplete applications will not be considered for funding. IMLS will determine if an application is incomplete.

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### ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all applications available on its Web site in PDF (Portable Document File) fill-in forms for download. Applicants can download the electronic version of IMLS application forms and, using freely available Adobe Acrobat Reader software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Completed forms can then be printed out and mailed to IMLS as part of your application package. At this time, IMLS is not accepting electronic submission of grant applications. The fill-in forms are located at [www.imls.gov/grants/appl/index.htm](http://www.imls.gov/grants/appl/index.htm). Before completing the fill-in forms, read through the detailed instructions under the link Adobe Acrobat reference center on the same page as the link to the applications.

**CAUTION: Please note that Adobe Acrobat Reader does not allow you to save your completed forms.** You must completely fill in and print the forms in one operation. The ability to save completed forms is available commercially with the purchased, full version of Adobe Acrobat 5.0 (or later) product suite.

## FACE SHEET

The Face Sheet summarizes all of the applicant's contact information and useful data about the proposed project. The Face Sheet is located in the Application Forms section of this document (pages 4.3-4.4). Use or replicate the form in this booklet or access the electronic fill-in form at the IMLS Web site.

### FACE SHEET FORMS INSTRUCTIONS

#### Questions 1-8

Enter the legal name of the applicant and its mailing address.

#### Questions 9-17

Enter the name, address, and contact information of the person (Project Director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

#### Questions 18-24

Enter the name, address, and contact information of the person (Authorizing Official) who has the authority to apply for federal support of the institution's activities and enter into legal agreements in the name of the institution. (In those rare instances when a person who would normally serve as the authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports—e.g., the Board Chair—should be entered here and that person should sign the application).

#### Question 25-29

Enter information on the museum/cultural center, including number of days open, staff information, Internet access, and operating budget.

#### Questions 30-35

Enter project information, including the amount requested, the starting date (must be first day of the month in which grant activities are scheduled to begin), the ending date (the last day of the month in which these activities will be completed), the types of activities, and the project title. Enter an organizational profile of the museum/cultural center.

#### Question 36

This statement is to be signed by the Authorizing Official of the applicant organization.

## NARRATIVE

A narrative of no more than five (5) single-spaced, one-sided pages should address the evaluation criteria listed on page 2.2. Do not exceed the five page limit. Use 8 1/2 x 11 inch paper. Your narrative should include sections on: statement of need, project purpose and plan, and evaluation. The narrative should provide a description for each of the criterion and they should appear in the order listed. Make it clear to reviewers why you are proposing the project, what the project entails, how the activities will be accomplished, who will be involved, when the activities will take place, and how the project will be managed, evaluated and sustained.

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**SCHEDULE  
OF  
COMPLETION**

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**PROJECT  
BUDGET**

The schedule of completion should correspond to the activities described in the narrative. A sample schedule of completion is provided with the application package on page 4.7.

The Project Budget includes two elements to describe the costs of a proposed project:

- a detailed budget form for each year of the project;
- a budget justification that explains all components of the Detailed Budget form.

The Project Budget should include costs to be supported by IMLS funds. Only those costs attributable to achieving specific project activities should be included in the budget.

IMLS has provided instructions below on what information to include in the Detailed Budget form. IMLS has described each cost category included on the Detailed Budget form, as well as the information that the applicant should include in this section.

**1. DETAILED BUDGET**

The Detailed Budget is a set of forms that is described below. Use or replicate the forms in this booklet or access the electronic fill-in forms at the IMLS Web site (see page 3.2).

- It should be completed for each year (12-month period) of project activities. For example, year one may be July 1, 2005 through June 30, 2006.
- It should be duplicated, one set for each year of your project.
- It should include cost categories identified in the sample budget layout
- It lists items that must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period.
- It should identify consultant fees costs by hourly rates or daily fees.
- It indicates the method of cost computation. This is the type of calculation that you are using to show the fees; this could be estimate, hourly, yearly wage, etc.

**2. BUDGET JUSTIFICATION**

The Budget Justification is a text section that is described below.

- It should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role of each person listed in the project budget.
- It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses; specifications for all hardware and software for which IMLS funding is requested should be provided.
- If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.
- It should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or be otherwise justified.
- It should be no more than two single-spaced pages.

**3. INDIRECT COSTS (OVERHEAD)**

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first \$5,000 of distorting costs such as equipment purchases or subcontracts.
- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.
- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.
- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

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**IMLS  
ASSURANCES**

To be considered for a grant, an authorizing tribal official must read the Assurances and sign the certification on the Application Face Sheet. An authorizing official of the applicant tribe is a person who has the authority to apply for federal support of the tribe's activities and to enter into legal agreements in the name of the tribe.

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**ATTACHMENTS**

Resumes or vitae of **no more than two pages** each for all key personnel (both staff and consultants) must be included. For new positions for which IMLS funding is requested, include position descriptions. Also, applicants should include documents that specifically relate to the justification for the project. Information may include needs assessments, long range or strategic plans, products or evaluations from previously completed or ongoing projects of a similar nature, specifications for equipment to be purchased, or other documents for the evaluation of the proposal.

## How to Assemble the Application Package

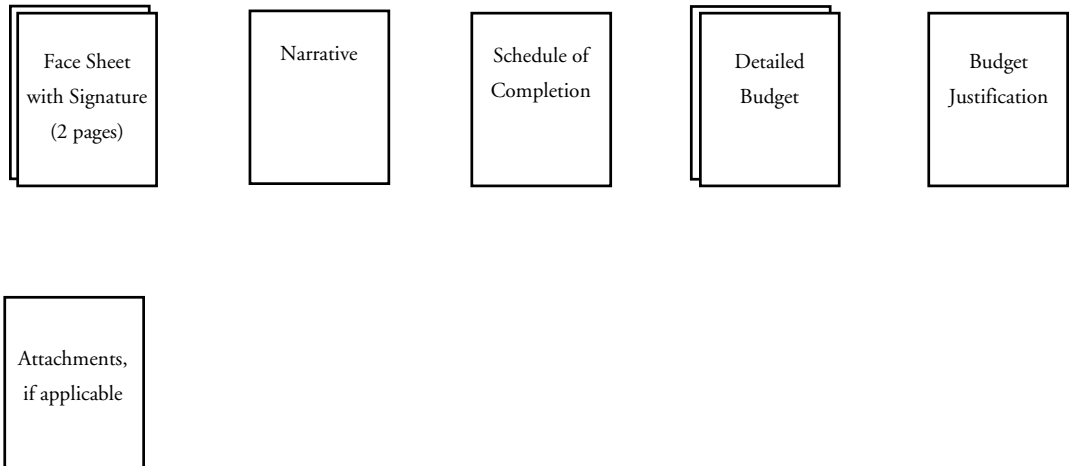
Review your application package carefully before sending it to us. You must include *all* of the required items listed below in the original and four copies that you send to IMLS. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-8539.

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### ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS:

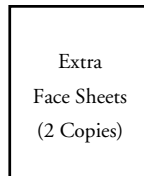
**STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL**

**STEP 2: COLLATE ONE ORIGINAL COMPLETE COPY OF YOUR APPLICATION AS FOLLOWS:**

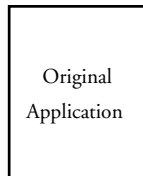


**STEP 3: MAKE FOUR IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.**

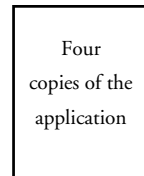
**STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:**



**STEP 1**



**STEP 2**



**STEP 3**

**PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.**

**YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.**

*Note: IMLS will not do your photocopying or collating!*



## Sending the Application to IMLS

Ship Native American/Native Hawaiian Museum Services Grant program applications to:

**Native American/Native Hawaiian  
Museum Services Grant**  
Office of Museum Services  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW, Suite 609  
Washington, DC 20506

**postmarked by May 15, 2005**

### SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage.
- Please consider using alternative delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

### IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received within 40 business days from the deadline, contact IMLS to make sure the application was received by the agency.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

### PROOF OF SHIPPING

IMLS may ask for proof of shipping if the postmark date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, and then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a alternative carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered or certified mail, the return receipt postcard does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.



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**PART 4**  
**APPLICATION**  
**FORMS**

## Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

- ☐ Face Sheet with signature (2 pages)
- ☐ Narrative (not to exceed 5 pages)
- ☐ Schedule of Completion
- ☐ Project Budget Forms
  - ☐ Detailed Budget
  - ☐ Budget Justification
- ☐ Current, federally negotiated rate for indirect costs, if applicable
- ☐ Attachments

# Face Sheet

OMB No. 3137-0057

1/31/2008

CFDA No. 45.308

1. Name of Tribe/Alaska Native Village/Corporation/Native Hawaiian Organization \_\_\_\_\_

2. Organization Mailing Address \_\_\_\_\_

3. City \_\_\_\_\_

4. State \_\_\_\_\_

5. Zip Code \_\_\_\_\_

6. Web Address \_\_\_\_\_

7. DUNS Number (9 digits) \_\_\_\_\_

8. TIN Number (9 digits) \_\_\_\_\_

9. Name and Title of Project Director ☐ Mr. ☐ Ms. ☐ Dr. \_\_\_\_\_

10. Business Phone of Project Director \_\_\_\_\_

11. Affiliation of Project Director (Name of museum or cultural center) \_\_\_\_\_

12. Project Director Mailing Address \_\_\_\_\_

13. City \_\_\_\_\_

14. State \_\_\_\_\_

15. Zip Code \_\_\_\_\_

16. Fax Number of Project Director \_\_\_\_\_

17. E-mail Address of Project Director \_\_\_\_\_

18. Name and Title of Authorizing Official/Tribe's Chief Executive \_\_\_\_\_

19. Business Phone of Authorizing Official/Tribe's Chief Executive \_\_\_\_\_

20. Authorizing Official/Tribe's Chief Executive Mailing Address \_\_\_\_\_

21. City \_\_\_\_\_

22. State \_\_\_\_\_

23. Zip Code \_\_\_\_\_

24. Email Address of Authorizing Official/Tribe's Chief Executive \_\_\_\_\_

25. Number of days museum or cultural center is open per week \_\_\_\_\_

26. Number of full-time museum staff \_\_\_\_\_

27. Number of part-time museum staff \_\_\_\_\_

28. Does the museum or cultural center have access to the Internet? ☐ Yes ☐ No

29. Amount of operating budget for services in most recently completed fiscal year \_\_\_\_\_

30. Amount Requested \$ \_\_\_\_\_

31. Grant Period (Starting Date) \_\_\_\_ / 01 / \_\_\_\_ — \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Ending Date)  
(must begin between 10/1/05 – 12/01/05)

32. Identify which of the following activities will be supported with IMLS funds (please check all appropriate boxes)

- ☐ Programming  
☐ Professional Training  
☐ Enhancing Museum Services

33. Project Title \_\_\_\_\_

34. Organization Name \_\_\_\_\_

35. In the space below, please provide an organizational profile that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.

36. To the best of my knowledge and belief, the information provided in this application is true and correct. This application has been duly authorized by the governing body of the applicant, and the applicant will comply with all grant terms and conditions and with the assurances and certifications that appear in the IMLS Native American/Native Hawaiian Museum Services grant guidelines.

Name of Authorizing Official/Tribe's Chief Executive \_\_\_\_\_

Title \_\_\_\_\_

Signature of Authorizing Official/Tribe's Chief Executive \_\_\_\_\_

Date \_\_\_\_\_

# Project Budget Form

## SECTION 2: BUDGET

Year ☐ 1 ☐ 2 ☐ 3 - Budget Period from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.4-3.5 BEFORE PROCEEDING.

### SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS
_____	( )	_____	_____
_____	( )	_____	_____
_____	( )	_____	_____
_____	( )	_____	_____
<b>TOTAL SALARIES AND WAGES \$</b>			_____

### SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS
_____	( )	_____	_____
_____	( )	_____	_____
_____	( )	_____	_____
_____	( )	_____	_____
<b>TOTAL SALARIES AND WAGES \$</b>			_____

### FRINGE BENEFITS

RATE	SALARY BASE	IMLS
_____ % of \$ _____	_____	_____
_____ % of \$ _____	_____	_____
_____ % of \$ _____	_____	_____
<b>TOTAL FRINGE BENEFITS \$</b>		_____

### CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL CONSULTANT FEES \$</b>			_____

### TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS
_____	( ) ( )	_____	_____	_____
_____	( ) ( )	_____	_____	_____
_____	( ) ( )	_____	_____	_____
_____	( ) ( )	_____	_____	_____
<b>TOTAL TRAVEL COSTS \$</b>				_____

# Project Budget Form

## SECTION 2: BUDGET CONTINUED

Year ☐ 1 ☐ 2 ☐ 3

### MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT \$** \_\_\_\_\_

### SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL SERVICES COSTS \$** \_\_\_\_\_

### OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL OTHER COSTS \$** \_\_\_\_\_

**TOTAL DIRECT PROJECT COSTS \$** \_\_\_\_\_

### INDIRECT COSTS

Check either item A or B and complete C. (See section on Indirect Costs, page 3.5.)

Applicant organization is using:

- ☐ A. An indirect cost rate which does not exceed 15 percent of modified total direct costs charged to IMLS.  
☐ B. Federally negotiated indirect cost rate (see page 3.5).

\_\_\_\_\_  
Name of Federal Agency

\_\_\_\_\_  
Expiration Date of Agreement

Rate base Amount(s)

\_\_\_\_\_ % of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

IMLS

Total




















C . Total Indirect Costs \$ \_\_\_\_\_

\$ \_\_\_\_\_



## Schedule of Completion

This page is a sample format for a schedule of completion. Prepare yours in a similar manner, listing each major project activity discussed in narrative.

	Year: _____			Year: _____								
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Activity 1												
Activity 2												
Activity 3												
Activity 4												
Activity 5												
Activity 6												
Activity 7												
Activity 8												
Activity 9												
Activity 10												
Activity 11												

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form, question number 36 on the Application Face Sheet, pages 4.3 to 4.4. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations, which are available from IMLS upon request. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

#### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

##### **FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY**

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

##### **FEDERAL DEBT STATUS**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

---

**DEBARMENT  
AND  
SUSPENSION**

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**NON-  
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

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**DRUG-FREE  
WORKPLACE  
ACT OF  
1988**

(A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) abide by the terms of the statement; and
    - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
    - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
  - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION  
REGARDING  
LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

- The authorizing official certifies, to the best of his or her knowledge and belief that:
- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
  - (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
  - (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 CFR Part 1180 *et seq.*

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

---

**SUBAGREEMENTS**

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
  - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**NATIVE  
AMERICAN  
HUMAN  
REMAINS  
AND  
ASSOCIATED  
FUNERARY  
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 *et seq.*), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

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**HISTORIC  
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 *et seq.*).

## ENVIRONMENTAL PROTECTIONS

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended;
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
- (f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

## RESEARCH ON HUMAN AND ANIMAL SUBJECTS

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

*For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506 or call (202) 606-8536.*





INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

Washington, DC 20506

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Official Business  
Penalty for Private Use, \$300

PRSRT STD  
U.S. Postage  
Paid  
Institute of  
Museum &  
Library Services  
Permit No. G-274

*Dated Material*  
OPEN IMMEDIATELY